

## Bylaws of the Board

### Meeting Conduct

The Governing Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

### Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

### Quorum

A majority of the number of filled positions on the Board constitutes a quorum. (Education Code 5095, 35165)

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present. (Education Code 35164)

### Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

### Public Participation

Because the Board has a responsibility to conduct district business in an orderly and efficient way, reasonable controls shall regulate public presentations to the Board. Members of the public, whether individuals or groups, may address the Board subject to the following procedures:

1. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

Meeting Conduct (continued)

2. Members of the public may bring matters before the Board that are not on the agenda of a regular meeting. The Board may refer the matter to the Superintendent or designee or take it under advisement, but shall not take action at that time. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. No oral presentation shall include charges or complaints against any employee of the Board, regardless of whether or not the employee is identified by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board under provisions of Board policy.

(cf. 1312.1 - Complaints Concerning School Personnel)

4. A person wishing to be heard by the Board shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
5. Individual speakers will be allowed five minutes to address the Board. The Board shall limit the total time for each agenda item to 25 minutes.
6. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

Legal Reference:

EDUCATION CODE

5095 Powers of remaining board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35163 Official actions, minutes and journal

35164 Vote requirements

35165 Effect of vacancies upon majority and unanimous votes by seven member board

GOVERNMENT CODE

54957.9 Disorderly conduct of general public during meeting; clearing of room

61 OPS. CAL. ATT. GEN. 243, 253 - 1978

66 OPS. CAL. ATT. GEN. 336, 337 - 1983

Bylaw  
adopted: October 1990

NORRIS SCHOOL DISTRICT  
Bakersfield, California

Public Participation at Board Meetings:

The Board of Trustees recognizes that citizens of the community have the right and are encouraged to attend meetings of the Board, and to observe its deliberations.

Procedures have been established for citizens to place matters directly related to school district business on the Board's agenda and to speak to the Board on agenda items as they are taken up.

Members of the public may place items on the agenda of any regular board meeting. The items must be directly related to school district business. Requests for placement must be made in writing and delivered to the office of the District Superintendent not later than 5:00 p.m. on the business day prior to the meeting. The position of the item on the agenda will be determined by the Superintendent, who may consult with the Board president on the matter. Items placed on the agenda by the public will be for information and discussion, so that the Board may be advised of the views of the community. The Board reserves the right to place the item on the agenda of a subsequent meeting for action.

Members of the public may address the Board regarding items on the agenda as these items are taken up. Prior to the start of the meeting, persons wishing to speak will, on forms provided, indicate name, address and item on which they intend to speak. If the matter is listed as an item for board action, the Board will not take action until persons who have requested to speak have done so. Unless otherwise approved by the Board, the total time allotted to all persons wishing to speak to an item will be 25 minutes. Individual speakers will be allowed five minutes to address the Board. The Board shall limit the total time for each agenda item to 25 minutes. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. In case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item.

Each person who addresses the Board must be first recognized by the presiding officer. Comments must be addressed to the Board as a whole and not to individual members or District employees. The Board and staff are not obligated to comment on or respond to addresses by the public.

The Board will not hear oral complaints regarding school personnel in a public meeting. If any person, including members of the Board, school administrators and members of the public, requests an opportunity to present complaints to the Board about a District employee, he shall notify the Superintendent or Board President. Notice will be given by the Board to the person against whom the complaints are directed. That person will be given an opportunity to request that such complaints be heard in closed session of the Board, and to be present if the Board so requests.\*

These procedures are not designed to restrict presentations to the Board during formal hearings which the Board is required to conduct by law.

School employees who are represented by exclusive collective bargaining representatives should make their views on matters within the scope of representation known through these representatives to the District's representative in the channels reserved for bargaining, and not in addresses to the Board. The Board will not respond to employee presentations on collective bargaining matters except through its representative.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently, as individuals, in official matters. No person is granted any privilege by the Board to make statements which may be considered defamatory or otherwise actionable by any other person, including District officers and employees.

Legal Reference: Ed. Code 35145, 35145.5, 72121, 72121.5

\*NOTE: This paragraph may be replaced by reference to any negotiated complaint procedure or the parent complaint procedure adopted not later than December 1, 1984 as required in SB 813 by Education Code Section 35160.5(c).

AGENDA  
NORRIS SCHOOL DISTRICT

DATE \_\_\_\_\_

7:00 p.m.

Norris Middle  
School Library

1.0 GENERAL FUNCTIONS

2.0 COMMUNITY COMMENTS

3.0 CORRESPONDENCE

3.1

3.2

3.3

4.0 REPORTS FROM SUPERINTENDENT AND STAFF

4.1 Enrollment

4.2 Course Work

4.3

4.4

4.5

5.0 NEW BUSINESS

5.1

5.2

5.3

6.0 OLD BUSINESS

6.1

6.2

6.3

6.4

7.0 CONSENT AGENDA

7.1 Financial

7.2 Interdistricts

7.3

7.4

7.5

8.0 BOARD MEMBER ITEMS

9.0 CLOSED SESSION

10.0 NEXT MEETING: \_\_\_\_\_

11.0 ADJOURNMENT

NORRIS SCHOOL DISTRICT  
Bakersfield, California